

**SUMTER COUNTY BOARD OF COMMISSIONERS  
EXECUTIVE SUMMARY**

**SUBJECT:** Contract Change Order 22-West Bushnell Fire Station #22 with Emmett Sapp Builders (Staff recommends approval.)

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**REQUESTED ACTION:** **Approve**

☐ Work Session (Report Only)

☒ Regular Meeting

**DATE OF MEETING:** 7/26/2011

☐ Special Meeting

**CONTRACT:** ☒ N/A

Effective Date: 10/12/2010

Managing Division / Dept:

Vendor/Entity: Emmett Sapp Builders

Termination Date: \_\_\_\_\_

Facilities Development

**BUDGET IMPACT:** \$8,572.13

☐ Annual

☒ Capital

☐ N/A

**FUNDING SOURCE:**

ARRA and Capital Outlay Fund Revenue

**EXPENDITURE ACCOUNT:**

305-182-522-6215

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**HISTORY/FACTS/ISSUES:**

This is an increase in scope of work to include the following items:

- 1) Building Signage \$2,190.77
  - 2) Fire Marshall added six shelves to kitchen pantry \$199.50
  - 3) Irrigation meter for landscape materials \$1,397.60
  - 4) Supply and install propane tank and fuel \$4,784.26
-

**SUMTER COUNTY BOCC**  
**CHANGE ORDER FORM**

PROJECT: Downtown Wildwood FS #31	CHANGE ORDER NUMBER: 22 - Downtown Wildwood
	DATE: 7.12.2011
	ARCHITECT'S PROJECT NO.:
TO CONTRACTOR: Emmett Sapp Builders Inc	CONTRACT DATE: 10.12.2010
4430 NE 83rd Rd	CONTRACT FOR: \$2,150,272.00
Wildwood FL 34785	

The Contract is changed as follows:

This is an increase in scope of work to include the following items:

- 1) Building signage \$2,190.77
- 2) Fire Marshall added six shelves to kitchen pantry \$199.50
- 3) Irrigation meter for landscape materials \$1,397.60
- 4) Supply and install propane tank and fuel \$4,784.26

Not valid until signed by the Owner, Architect.

The original (Contract Sum) (Guaranteed maximum Price) was	\$2,150,272.00
Net change by previously authorized Change orders	\$490,456.46
The (Contract Sum) (Guaranteed maximum Price) prior to this Change order was	\$2,640,728.46
The (Contract Sum) (Guaranteed maximum price) will be (increased) (decreased) (unchanged) by this Change Order in the amount of	\$8,572.13
The new (Contract Sum) (Guaranteed maximum Price) including this Change order will be	\$2,649,300.59

The Contract Time will be (increased) decreased) (unchanged) by	0 Days
The date of Substantial Completion as of the date of this Change Order therefore is	

Bacon Group Inc.  
ARCHITECT  
2641 Sunset Point Rd  
Address  
Clearwater FL 33759

BY  
Rick Bacon  
DATE

Emmett Sapp Builders Inc.  
CONTRACTOR  
4430 NE 83rd Rd  
Address  
Wildwood FL 34785

BY  
Emmett Sapp  
DATE

Sumter County BOCC  
OWNER  
7375 Powell Rd  
Address  
Wildwood FL 34785

BY  
Don Burgess - Chairman  
DATE

**Emmett Sapp Builders, Inc.**

4430 NE 83RD ROAD  
WILDWOOD, FL 34785  
(352) 748-1949

*Change Request*

**To:** DOUG CONWAY  
Sumter County Board of Comm  
910 N Main St Room 201  
Bushnell, FL 33513  
Ph: 352-793-0200 Fax: (352)793-0207

**Number:** 53  
**Date:** 7/7/11  
**Job:** 10-09 West Bushnell Fire Station #22  
**Phone:**

**Description:** Building Signage

We are pleased to offer the following specifications and pricing to make the following changes:

Interior and exterior building graphics

The total amount to provide this work is ..... \$2,190.77  
(Please refer to attached sheet for details.)

The schedule is not affected by this change.

If you have any questions, please contact me at (352)748-1949.

Submitted by: Shelton Crow  
Emmett Sapp Builders, Inc.

Approved by: \_\_\_\_\_  
Date: \_\_\_\_\_

Cc:

**Emmett Sapp Builders, Inc.**

4430 NE 83RD ROAD  
WILDWOOD, FL 34785  
(352) 748-1949

Change Request 53 Price Breakdown  
Continuation Sheet

**Description:** Building Signage

Description	Labor	Material	Equipment	Subcontract	Other	Price
Interior, Exterior Signage				\$5,229.55		\$5,229.55
Building Plaque				\$1,789.65		\$1,789.65
Building Plaque Air Freight Charge				\$171.57		\$171.57
Credit Signage Allowance				\$-5,000.00		\$-5,000.00
<b>Subtotal:</b>						<b>\$2,190.77</b>
<b>Total:</b>						<b>\$2,190.77</b>



Environmental Graphics, Inc.  
11232 Challenger Ave.  
Odessa, FL 33556  
(727) 376-5596 Fax (727) 376-5622  
sales@egisigns.com

# QUOTATION

Quote Number:

5801

Quote Date:

May 2, 2011

Quoted to:

Emmett Sapp Builders, Inc.  
4430 NorthEast 83rd Road  
Wildwood, FL 34785

Page:

1

Phone: 352-748-1949

Fax: 352-748-1065

Customer ID	Payment Terms	Sales Rep Name	Sales Rep Email Address
EMMETT	Net 30 Days	Shawn O. Warren	estimating@egisigns.com

Quantity	Item	Description	Unit Price	Extension
		PROJECT: W. Bushnell Fire Station # 22		
		SECTION: 10400 - Signage		
		ADDENDUMS: 12 as of 5/26/10		
18.00	3001002	Room ID Sign - 6 x 8	20.00	360.00
4.00	3001002	Restroom Signs - 8 x 6	20.00	80.00
1.00	2001002	12" Cast Aluminum Letters - Times New Roman	1,225.00	1,225.00
		TEXT: SUMTER COUNTY FIRE RESCUE		
1.00	2001002	10" Cast Aluminum Letters - Times New Roman	1,150.00	1,150.00
		TEXT: STATION NO. 22 - WEST BUSHNELL		
1.00	2001002	10" Cast Aluminum Numbers - Times New Roman	250.00	250.00
		TEXT: 5764		
1.00	4001001	Installation Services	1,950.00	1,950.00

FREIGHT CHARGES WILL BE PRE-PAID AND ADDED TO THE FINAL INVOICE.

**Please sign below and fax approval to: (727) 376-5622**  
**Please reference this Quote number on your Purchase Order.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Subtotal	5,015.00
Sales Tax	214.55
<b>Total</b>	<b>5,229.55</b>



Environmental Graphics, Inc.  
11232 Challenger Ave.  
Odessa, FL 33556  
(727) 376-5596 Fax (727) 376-5622  
sales@egisigns.com

# QUOTATION

Quote Number:

7131

Quote Date:

Jun 6, 2011

Quoted to:

Emmett Sapp Builders, Inc.  
4430 NorthEast 83rd Road  
Wildwood, FL 34785

Emmett Sapp Builders, Inc.  
4430 NorthEast 83rd Road  
Wildwood, FL 34785

Page:

1

Phone: 352-748-1949

Fax: 352-748-1065

Customer ID	Payment Terms	Sales Rep Name	Sales Rep Email Address
EMMETT	Net 30 Days	Shawn O. Warren	estimating@egisigns.com

Quantity	Item	Description	Unit Price	Extension
		PROJECT: Bushnell Fire Station SCOPE: Provide & Install Cast Plaque		
1.00	2001001	CAST ALUMINUM PLAQUE Size: 24" (h) x 33" (w) Note: Includes etched County Seal See Drawing No. G2.01	1,495.00	1,495.00
1.00	4001001	Installation Services	95.00	95.00
1.00	6001001	Shipping & Handling	95.00	95.00

FREIGHT CHARGES WILL BE PRE-PAID AND ADDED TO THE FINAL INVOICE.

**Please sign below and fax approval to: (727) 376-5622**  
**Please reference this Quote number on your Purchase Order.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Subtotal	1,685.00
Sales Tax	104.65
<b>Total</b>	<b>1,789.65</b>



Environmental Graphics, Inc.  
11232 Challenger Ave.  
Odessa, FL 33556  
(727) 376-5596 Fax (727) 376-5622  
sales@egisigns.com

# QUOTATION

Quote Number:  
7241

Quote Date:  
Jul 7, 2011

Quoted to: Shelton Crow

Emmett Sapp Builders, Inc.  
4430 NorthEast 83rd Road  
Wildwood, FL 34785

Shelton Crow  
4430 NorthEast 83rd Road  
Wildwood, FL 34785

Page:  
1

Phone: 352-748-1949

Fax: 352-748-1065

Customer ID	Payment Terms	Sales Rep Name	Sales Rep Email Address
EMMETT	Net 30 Days	Shawn O. Warren	estimating@egisigns.com

Quantity	Item	Description	Unit Price	Extension
1.00	6001001	Sumter County Fire/Rescue - West Bushnell Fire Station 22  Actual Cost for 2nd Day Air/Freight for Plaque to Meet Customer Deadline for Install	171.57	171.57

*FREIGHT CHARGES WILL BE PRE-PAID AND ADDED TO THE FINAL INVOICE.*

**Please sign below and fax approval to: (727) 376-5622**  
**Please reference this Quote number on your Purchase Order.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Subtotal	171.57
Sales Tax	
Total	171.57

**Emmett Sapp Builders, Inc.**

4430 NE 83RD ROAD  
WILDWOOD, FL 34785  
(352) 748-1949

*Change Request*

**To:** DOUG CONWAY

Sumter County Board of Comm

910 N Main St Room 201

Bushnell, FL 33513

Ph: 352-793-0200 Fax: (352)793-0207

**Number:** 54

**Date:** 7/18/11

**Job:** 10-09 West Bushnell Fire Station #22

**Phone:**

**Description:** Per Fire Marshals add six shelf's to the Kitchen Pantries

We are pleased to offer the following specifications and pricing to make the following changes:

The total amount to provide this work is .....  
(Please refer to attached sheet for details.)

\$199.50

The schedule is not affected by this change.

If you have any questions, please contact me at (352)748-1949.

Submitted by: Shelton Crow  
Emmett Sapp Builders, Inc.

Approved by: \_\_\_\_\_  
Date: \_\_\_\_\_

Cc:



**Emmett Sapp Builders, Inc.**

4430 NE 83RD ROAD  
WILDWOOD, FL 34785  
(352) 748-1949

Change Request 54 Price Breakdown  
Continuation Sheet

**Description:** Per Fire Marshals add six shelf's to the Kitchen Pantries

Description	Labor	Material	Equipment	Subcontract	Other	Price
Per Fire Marshals add six shelf's to the Kitchen Pantries				\$190.00		\$190.00

**Subtotal:** **\$190.00**

Markup \$190.00 5.00% \$9.50

**Total:** **\$199.50**

**Emmett Sapp Builders, Inc.**

4430 NE 83RD ROAD  
WILDWOOD, FL 34785  
(352) 748-1949

***Change Request***

**To:** DOUG CONWAY  
Sumter County Board of Comm  
910 N Main St Room 201  
Bushnell, FL 33513  
Ph: 352-793-0200 Fax: (352)793-0207

**Number:** 55  
**Date:** 7/19/11  
**Job:** 10-09 West Bushnell Fire Station #22  
**Phone:**

**Description:** Add irrigation meter for landscape materials

We are pleased to offer the following specifications and pricing to make the following changes:

The total amount to provide this work is ..... \$1,397.60  
(Please refer to attached sheet for details.)

The schedule is not affected by this change.

If you have any questions, please contact me at (352)748-1949.

Submitted by: Shelton Crow  
Emmett Sapp Builders, Inc.

Approved by: \_\_\_\_\_  
Date: \_\_\_\_\_

Cc:

**Emmett Sapp Builders, Inc.**

4430 NE 83RD ROAD  
WILDWOOD, FL 34785  
(352) 748-1949

Change Request 55 Price Breakdown  
Continuation Sheet

**Description:** Add irrigation meter for landscape materials

Description	Labor	Material	Equipment	Subcontract	Other	Price
				\$831.05		\$831.05
Utility locating services for on-site irrigation				\$500.00		\$500.00
<b>Subtotal:</b>						<b>\$1,331.05</b>
			Markup	\$1,331.05	5.00%	\$66.55
<b>Total:</b>						<b>\$1,397.60</b>

BILL GREGORY EXCAVATING, INC.

10889 NORTH US HWY 301 SUTIE 1  
OXFORD, FL 34484

# Invoice

Date	Invoice #
7/12/2011	7209

Bill To
Emmett Sapp Builders Inc. 4430 NE 83rd Road Wildwood, FL 34785

W.O. Number	P.O. Number	Terms	PROJECT
		Due on receipt	

Serviced	Item Code	Description	Quantity	Price Each	Amount
7/12/2011	MISCELLANE...	added irrigation meter to West Bushnell Fire Station  Price includes all material and labor  <b>RECEIVED</b> JUL 15 2011 BY: <u>duf</u>  JOB <u>          </u> EXTRA <u>          </u> SUBCONTRACT <u>          </u> CHG# <u>          </u> COST CODE <u>          </u> CATEGORY <u>          </u> LIEN RELEASE <u>          </u>	1	831.05	831.05

Thank you for your business.

**Subtotal** \$831.05

**Sales Tax (0.0%)** \$0.00

**Total** \$831.05

# Central Florida Locating, Inc.

P.O. Box 1468  
Bushnell, FL 33513

Office 352-793-4246  
Fax 352-793-8675

## Invoice

Date	Invoice #
7/5/2011	3269

Bill To
Emmett Sapp Builders, Inc. 4430 NE 83rd Road Wildwood, FL 34785

P.O. No.	Terms
	Due on Receipt

Quantity	Description	Rate	Amount
	Ground Penetrating Radar and Utility Locating Services 6-28-11  Location: New Bushnell Fire Station off CR 313  Work Performed: Located underground utilities around the fire station  Requested by: Bill Miller  <b>RECEIVED</b> JUL 07 2011 BY: <u>du</u>  JOB _____ EXTRA: _____ SUBCONTRACT _____ CHG# _____ COST CODE _____ CATEGORY _____ LIEN RELEASE _____	500.00	500.00
Thank you for your business.		<b>Total</b>	<b>\$500.00</b>

**Emmett Sapp Builders, Inc.**

4430 NE 83RD ROAD  
WILDWOOD, FL 34785  
(352) 748-1949

*Change Request*

**To:** DOUG CONWAY  
Sumter County Board of Comm  
910 N Main St Room 201  
Bushnell, FL 33513  
Ph: 352-793-0200 Fax: (352)793-0207

**Number:** 56  
**Date:** 7/19/11  
**Job:** 10-09 West Bushnell Fire Station #22  
**Phone:**

**Description:** Supply & Install Propane tank and fuel

We are pleased to offer the following specifications and pricing to make the following changes:

The total amount to provide this work is ..... \$4,784.26  
(Please refer to attached sheet for details.)

The schedule is not affected by this change.

If you have any questions, please contact me at (352)748-1949.

Submitted by: Shelton Crow  
Emmett Sapp Builders, Inc.

Approved by: \_\_\_\_\_  
Date: \_\_\_\_\_

Cc:

**Emmett Sapp Builders, Inc.**

4430 NE 83RD ROAD  
WILDWOOD, FL 34785  
(352) 748-1949

Change Request 56 Price Breakdown  
Continuation Sheet

**Description:** Supply & Install Propane tank and fuel

Description	Labor	Material	Equipment	Subcontract	Other	Price
LP Tank & Fuel				\$4,556.44		\$4,556.44

**Subtotal:** **\$4,556.44**

Markup \$4,556.44 5.00% \$227.82

**Total:** **\$4,784.26**

# Suburban Propane

412 S MAIN ST  
WILDWOOD, FL 34785  
352-748-2101 fax 352-748-2306

## Invoice Summary

### Customer

Name Emmett Sapp Builders  
Address 4430 NE 83rd R.D  
City Wildwood State FL ZIP 34785  
Account # 1159-110099

Date 06/30/2011  
Order No. 22038  
Rep ALAN  
FOB

Date	Invoice Number	Transaction Type	Total
06/30/2011	22038	Purchase of 1000ag tank	\$2,200.00
		Installed 30' gas line & installed shut offs	\$600.00
		installed regulators & connected to gen	
		additional gas line 5'	\$50.00
		800 gallons of propane	\$1,502.94
		Sumter County Permit	\$4.00
		Sumter County Fire Services/West bshl	
		Fire Station	
		5660 cr 313 Bushnell, FL 33513	

### Payment Details

- ☐ Cash  
☐ Check  
☒ Credit Card

Name \_\_\_\_\_  
CC # \_\_\_\_\_  
Expires \_\_\_\_\_

Taxes

SubTotal	\$4,356.94
	199.5
TOTAL	\$4,556.44

RECEIVED

JUL 08 2011

BY:                     

Our Business is Customer Satisfaction

JOB \_\_\_\_\_ EXTRA: \_\_\_\_\_

SUBCONTRACT \_\_\_\_\_

CHG# \_\_\_\_\_ COST CODE \_\_\_\_\_

CATEGORY \_\_\_\_\_

LIEN RELEASE \_\_\_\_\_